



CITY OF HALF MOON BAY SPECIAL EVENT PERMIT APPLICATION (Beach Cleanups)

535 Kelly Street – Half Moon Bay, California 94019

(650) 750-2026

www.hmbcity.com

A Special Community Event Permit will be required for any event impacting City services or involving use of or impact on public property, public facilities, sidewalks, or street areas. This includes City parks, streets, sidewalks, City buildings, public parking lots, or other City facilities. In addition, an event on private property that may impact neighborhood parking, noise, safety, is not consistent with zoning, or not subject to any other permit, may also require a Special Community Event permit. Examples of special events that require this permit but are not limited to: craft fairs, festivals, ceremonies, foot races, bicycle events, carnivals, food trucks events, and farmers' markets. If you still are unsure if your event requires a Special Event Permit, please visit the City of Half Moon Bay Recreation Department, email ebehle@hmbcity.com or call 650-750-2026. Our goal is to assist organizers in planning safe and successful events that create a minimal impact on the communities surrounding the event.

BEACH CLEANUP PERMIT In order to host a beach cleanup, permits must be submitted at least **30 days** prior to the date of the event. **This permit is only good for beach cleanups**, any activities in addition to a beach cleanup (Such as picnicking, team building activities, or staff appreciation activities) may require the separate submit of a standard Special Event Permit through the Half Moon Bay Recreation Department. Note: the standard permit must be submitted at least 60 days in advance.

Your permit will be reviewed upon submission to ensure it is completed and to determine if your event will require other permits.

CERTIFICATE OF LIABILITY INSURANCE IN THE AMOUNT OF \$2,000,000 naming the City of Half Moon Bay as the additional insured is required. The City of Half Moon Bay is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

A SITE MAP/SCHEMATIC is required for all beach cleanups. Please provide a Site Diagram depicting the general location of your beach cleanup, as well as where participants will be parking.

TRASH PLAN

These activities will help you to prepare for your event while keeping resource conservation in mind:

1. Find a volunteer or group to be responsible for the recycling operations on the day of the event. You can allow them to take the refundable beverage containers for cash.
2. Have a single designated trash sorting and drop off location
3. Coordinate with the City or a nearby property/ business owner to have a place to drop off the garbage after your cleanup.
4. Try to use buckets or reusable bags instead of plastic trash bags to cut down on plastic.
5. Use gardening gloves or trash pickers instead of plastic gloves to pick up garbage.
6. Do not over stuff trash cans or dumpsters. Trash bags should not be left on the ground or in the open.

Plan for garbage collection/recycling at event:

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APPLICANT INFORMATION

NAME OF APPLICANT OR ORGANIZATION _____

ADDRESS _____ CITY _____ ZIP _____

PHONE NUMBER _____ ALT NUMBER _____

EMAIL _____ INSURANCE CARRIER _____

NON-PROFIT (501c3 ID) _____ EST ATTENDANCE _____ PER DAY

NAME OF EVENT _____ **DATE/S OF EVENT** _____

SET UP TIME _____ EVENT START TIME _____ EVENT END TIME _____ CLEAN-UP _____

LOCATION OF EVENT _____

Estimated number of people in attendance: _____ Youth _____ Adults

Estimated # cars at event site at any given time: _____

Describe specific activities planned during the event:

Everything that I have stated on this application is correct to the best of my acknowledgement and I agree to indemnify, defend and hold harmless the City of Half Moon Bay, its officers, employees and agents, whether elected or appointed, from any and all liability arising from the event planned and described above. Further, I understand that prior to the issuance of any permit as prescribed in this application, **I shall submit a Certificate of Insurance for \$2,000,000 with the application, naming the City of Half Moon Bay, its officers, employees and agents, as additional insured's.** I agree to pay all the City required permit fees for this event prior to the issuance of this permit and will be billed for City services needed.

APPLICANT SIGNATURE _____ DATE _____

